



2026 BUSINESS OPERATIONS INTERNSHIP

Description: Your internship will be a summer tour de force working for one of the largest and most prestigious professional tennis tournaments in the world, the Cincinnati Open. You will work together with our Business Office and volunteer groups to ensure a successful tournament.

Location: Lindner Family Tennis Center
5460 Courseview Dr., Mason, OH 45040

Dates: June 9, 2026 – August 24, 2026

Qualifications:

- Strong organizational and time management skills
- Strong oral and written communication skills
- Strong attention to detail and ability to multi-task in a fast-paced environment
- Ability to be resourceful in problem solving and delivering solutions in an effective and timely manner
- Ability to remain calm under pressure
- Interest in sports and live events industry

Responsibilities:

Financial Reporting

- Assist with preparing reports for collecting F&B units sold and sales for the duration of the tournament
- Assist with pulling end of day sales reports
- Assist with reports and analysis on pricing for concessions, restaurants, and bars

Accounting Support

- Manage scanning and inventorying of all invoices and finance files

Inventory Management

- Assist in management of all Point-of-Sale equipment, including distribution plans and keeping accurate inventory of serial numbers and locations
- Managing all gifting inventory used for distribution before and after the tournament

Special Projects

- Main point of contact for ice stand sales & inventory
- Main point of contact for Food & beverage committee
- Assist with event intake for both tennis and private events

Administrative Work

Taking detailed notes during meetings

Assist with set up and execution of special events.

Any other projects assigned by supervisor/other departments.

General Hours: **Prior to July 28:** Hours are generally 9 am – 5 pm, Monday – Friday, with occasional nights and weekends depending on special events or projects.
July 28 - August 18: Hours will vary depending upon the day and responsibilities of the position. Overtime hours should be expected the weeks prior to and are required during the Cincinnati Open (August 11-24, 2026). Overtime hours will be determined by your supervisor.

Compensation: Hourly plus OT